

SFA/School _____Month _____ Year

DAILY AFTER SCHOOL CARE SNACK
COUNT SHEET

Instructions: Follow the instructions on the back of this sheet. Use information from this sheet to complete the After School Care Snack Attachment for the Claim for Reimbursement.

AFTER SCHOOL CARE SNACK					AREA ELIGIBLE AFTER SCHOOL CARE SNACK
Date	Paid	Free	Reduced	Total Snacks	Total Area Eligible Snacks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
TOTALS					

INSTRUCTIONS FOR COMPLETING THE *DAILY AFTER SCHOOL CARE SNACK COUNT SHEET*

There are several acceptable ways to count the number of meals served by category each day. (Refer to USDA's *Meal Counting and Claiming Manual*). Whatever system you use, the daily totals need to be entered on the *Daily Snack Count Sheet* **each day**.

- < Keep a separate Daily Snack Count Sheet for each school in the school food authority.
- < Use the left-hand column of the Daily Snack Count Sheet as a calendar and enter the meal counts for the corresponding date.
- < Total the columns at the end of the calendar month. Total figures across each line and down each column in each section of the form to double-check your math.

If your school food authority (SFA) consists of only one school, you will only need the sheet from that school to complete the *Claim for Reimbursement*. If you are a school food authority with more than one school you will need to consolidate the *Daily Snack Count Sheet* information from all schools onto one *Daily Snack Count Sheet* for the entire SFA. The totals from your consolidated form (*Daily Snack Count Sheet*) are entered on your *Claim for Reimbursement* After School Care Program Attachment form.